

Job Title: TREATMENT PROBATION OFFICER

Grade 16 -NE

Job Location:

Major Duties:

A Treatment Probation Officer is highly professional, flexible, independent and primarily responsible for the supervision of the highest risk to re-offend clients under the authority of the Chief Probation Officer. Treatment Probation Officers are licensed within the State of Nebraska as a Mental Health Practitioner, Clinical Social Worker, or Alcohol and Drug Counselor. Treatment Probation Officers develop and provide case management and supervise the activities of probationers in the community. Treatment Probation Officers collaborate with providers and stakeholders important to the success of probationers and the Vision and Mission of Nebraska Probation System. Due to the nature of the work, this position requires flexible, individualized work scheduling that is caseload-driven. This position has the same statutory authority and responsibilities as a probation officer in addition to the responsibilities described below.

Typical Examples of Work Performed: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Performs on-site, quality assurance reviews to obtain collateral information and conduct system quality control reviews of services provided in probation offices, reporting centers and/or service centers. This includes, but is not limited to, audit of services performed by contractual providers and quality control reviews of probation officers facilitating cognitive groups. Information collected will be analyzed by the treatment officer to ensure compliance with established procedures and best practices are being met.

Supervises probation employee's hours when working towards obtaining full licensure as Licensed Mental Health Practitioner, Licensed Alcohol and Drug Counselor or Licensed Clinical Social Worker.

Facilitates on-going case staffing with Probation staff to confirm proper classification, assess special needs, and develop ongoing case plans to ensure all crimingenic factors are being addressed throughout the probationary period. Assists in the matching of clients' needs to appropriate modality of services, i.e., substance abuse, mental health, medical, housing, employment, education and other services, etc. offered at the reporting center or service center (if applicable).

Upon request of a probation officer, reviews substance abuse and mental health evaluations and treatment reports to ensure accuracy and appropriate level of care was recommended and/or provided. If needed, contacts the registered provider to address concerns.

Is involved in the provision of treatment services to offenders if limited or unavailable in the community and within current scope of licensure. Facilitates groups which may include, but

Treatment Probation Officer (cont.):

not be limited to, topical, supervision groups, cognitive programs or skill building, life skills enhancement and general education of probationers.

Continuously researches and is familiar with trends relating to evaluation, diagnosis and treatment of mental health and substance abuse disorders, including proper medications and dosage for each. Trains and informs collaborative partners in all matters relevant to research and findings.

Supervises the highest risk to re-offend probationers in the Probation system.

Provides strong case planning, case management, and caseload management.

Participates in the treatment process of clients and is engaged in the clients' treatment through regular and on-going communication with treatment providers and through attendance at treatment groups and facilities. Assists in the development of relapse prevention plans.

Develops needed community resources and creates and maintains partnerships with identified community stakeholders.

Is connected to the community by way of field work in the form of regular and on-going visits to probationer's home, treatment, school, employment, support group, 12-step, group home, and team meetings.

Works, as the caseload and needs of the people on the caseload dictates, a significant number of meaningful non-traditional hours, including weekend or holiday hours.

Is engaged in programming and the well-being of a reporting center or service center (if applicable), including participation in any special programming, facilitation of a programs if necessary and coverage of the reporting center or service center and its activities when needed.

Conducts and prepares for submission to the court or other entities various reports to include presentence investigations (PSI), PSI Updates, Supervision Overviews, Alleged Probation Violation reports and various other types of written correspondence.

Uses a computer to input data into a management information system, word process reports and correspondence and perform record checks, payment verifications and other functions.

Assists in developing positive, ongoing probationer support systems, builds community support for the probationer and Nebraska Probation System and is involved in the community on boards, committees, civic organizations, etc.

Trains officers in mental health and substance abuse disorders.

Treatment Probation Officer (cont.):

Influences and motivates others, speaks up and is candid and appropriately addresses concerns when necessary.

Interprets data as it applies to successful performance standards for probationers and evaluates data in relationship to best practices and evidence-based standards.

Exerts the effort needed to attain goals, is determined and persistent, demonstrates a strong work ethic, works hard and does his/her best and works diligently without supervision.

Willingly acquires new skills and knowledge, seeks out and uses feedback to improve performance, learns from experiences and applies learning to new situations.

Exercises the authority to arrest and/or detain probationers as necessary.

Responsible for the operation and maintenance of electronic monitoring equipment.

Is available for speaking and training engagements within the community and the Nebraska Probation System.

Qualifications for the job:

Graduation from an accredited four-year college or university with a Bachelor's degree in the social sciences, criminal justice, or related fields with at least three years of experience providing case management and/or completion of investigations. Licensed in the State of Nebraska as a Mental Health Practitioner, Clinical Social Worker or Alcohol and Drug Counselor. Meets the basic requirements as a Probation Officer.

Knowledge, skills, and abilities required on the job:

Ability to match the probationer's needs to the appropriate treatment modality or service, i.e., substance abuse, mental health, medical, housing, employment and educational services, etc.

Knowledge of laws and regulations pertaining to Probation work and functions and procedures of courts involved.

Knowledge of community resources.

Required to keep licensure in active status.

Is able to become proficient in various hardware and software programs as sanctioned by the Nebraska Probation Administration.

Meets established officer safety criteria.

Treatment Probation Officer (cont.):

Ability to gain the confidence and cooperation of others.

Performs effectively under stressful conditions.

Interacts confidently and competently with individuals and groups at all levels.

Makes well-reasoned decisions in a timely manner, sometimes in situations where there are no standard procedures.

Gives and accepts constructive criticism appropriately.

Has a strong understanding of Social Learning Theory, Criminal Thinking, Stages of Change and the importance of cognitive engagement and use of cognitive behavioral groups in case management.

Demonstrates sound decision-making/critical thinking skills.

Skilled communicator verbally and in writing.

Skilled at relapse planning and recognizing signs of relapse.

Utilizes appropriate caseload management practices.

Possesses strong group facilitation skills and understanding of group dynamics.

Uses MI effectively.

Working Conditions:

Field work is required in various weather conditions and during non-traditional hours including early mornings, nights, weekends and holidays. The physical condition of visited sites can also vary greatly.

Some travel may be required.

Extended periods of standing or sitting may be required.

Lifting heavy items may be required.

Goals for this Position:

1. Puts collective goals ahead of personal goals and takes responsibility for failures and shares credit for successes.
2. Successfully complete all ongoing training requirements, as determined by administration and assigned district.

Treatment Probation Officer (cont.):

3. Assigned cases must be classified as determined by a quality assurance review, supervisor review, and/or other review processes and/or observations.
4. Fully adhere to all cognitive group curricula, mentor and train others in the curricula, and conduct quality assurance.
5. Obtain a minimum score on the quality assurance tool for qualitative engagement and obtain a minimum score on the quality assurance tool for quantitative engagement on investigations.
6. Through regular staffing with officers assure classification accuracy, facilitate additional referrals to reporting centers and/or service center programming, and reduce barriers to success, as determined by an annual audit of randomly selected cases that are selected by quality assurance review process, supervisor review, and/or other processes and/or observations.
7. Obtain minimum score on the quality assurance tool for qualitative engagement and obtain minimum score on the quality assurance tool for quantitative engagement for case management review.
8. Assure all eligible probationers are employed and/or enrolled in an education program.

Revised October 2012

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